



Certification of Transportation Mileage

Return to: Division of School Finance
Sharon Trivette
500 Mero Street, CPT
Frankfort, KY 40601
Fax: (502) 564-7574

School Year : _____

District Name: _____

District Number: _____

BUS USE REPORT **DAILY VEHICLE MILEAGE TO AND FROM SCHOOL**

A. Board-Owned Vehicles

Daily mileage of board owned vehicles used to transport pupils (exclude midday kindergarten and exceptional children) to and from school:

1. With pupils on board..... _____
2. Without pupils on board..... _____

Daily mileage of board owned vehicles used exclusively to transport midday kindergarten pupils (exclude exceptional children) to and from school:

3. With pupils on board..... _____
4. Without pupils on board..... _____

Daily Mileage of board owned vehicles used exclusively to transport handicapped pupils to and from school :

5. With pupils on board..... _____
6. Without pupils on board..... _____

TOTAL (1+2+3+4+5+6) _____

B. Privately-Owned Vehicles

Daily mileage of privately owned vehicles used to transport pupils (exclude midday kindergarten and exceptional children) to and from school:

7. With pupils on board..... _____
8. Without pupils on board..... _____

Daily mileage of privately owned vehicles used exclusively to transport midday kindergarten pupils (exclude exceptional children) to and from school:

9. With pupils on board..... _____
10. Without pupils on board..... _____

Daily Mileage of privately owned vehicles used exclusively to transport handicapped pupils to and from school:

11. With pupils on board..... _____
12. Without pupils on board..... _____

TOTAL (7+8+9+10+11+12) _____

GRAND TOTAL (A+B)..... _____

Overall Bus Mileage _____

The Overall Bus Mileage should be the total overall odometer mileage driven by each bus from July 1 through June 30 and should include to and from school and all non to and from school mileage.

DUE JULY 8

INSTRUCTIONS

Daily Vehicle Mileage To and From School

It is very important that the requested mileage be reported accurately. Estimates should not be made. This mileage will be used in calculating the to and from school cost per mile.

List, in the appropriate space, the total **daily** mileage of all vehicles used to transport pupils from home to school and back home.

The daily mileage of vehicles used only to transport handicapped pupils and midday kindergarten pupils to and from school should be listed separately in the appropriate space.

All mileage should be rounded off to the nearest mile.

Bus drivers who transport pupils to and from school should report daily route mileage with and without pupils on board. If a bus odometer does not work properly, the route should be checked with another vehicle to get an accurate reading.

DO NOT INCLUDE THE FOLLOWING VEHICLE MILEAGE IN THE TO AND FROM MILEAGE

Vocational school transportation, transportation to the School for the Deaf and the School for the Blind, Head Start transportation, field trips, athletic trips, or Extended School Services transportation.

Overall Bus Mileage

The Overall Bus Mileage should be the total odometer mileage driven by each bus from July 1 through June 30 and should include to and from school and all non to and from school mileage.

This form can be emailed to sharon.trivette@education.ky.gov ; faxed to (502) 564-7574 attention Sharon Trivette, or mailed to:

Kentucky Department of Education
Office of District Support Services
Attn: Sharon Trivette
15th Floor, Capital Plaza Tower
500 Mero Street
Frankfort, KY 40601

DUE JULY 8